

Highfield  Brookham

ESTATE MANAGER

NURSERY ♦ PRE-PREP ♦ PREP

LIPHOOK, HAMPSHIRE



Our School

Highfield and Brookham is a highly successful co-educational Nursery, Pre-Prep and Prep School in Liphook on the borders of Surrey, Hampshire and West Sussex. We offer a delightful working environment set in 175 acres of beautiful grounds in the South Downs National Park.

We are surrounded by stunning countryside yet we are only an hour from London. We are proud to have around 500 pupils at the school ranging from 2 years to 13 years old. Our aim is to provide a coherent academic journey from Nursery through to Year 8, delivering a dynamic, seamless and rich education.

We are broadly speaking a non-selective school. We celebrate our diverse community and welcome children of all abilities, nationalities and religions. It is this varied community that brings Highfield and Brookham its vibrancy. We regularly feed around 30 senior schools and enjoy an outstanding record of scholarship and Common Entrance success. In recent years we have been averaging 15 major awards annually, including regular academic scholarships to Winchester, Wellington, Marlborough, Canford and Bryanston as well as Sports, All-Rounder, Art, Music and Design Technology Scholarships.

Our teaching looks beyond the core curriculum to skills learnt through a diverse range of co-curricular activities. We have a broad spectrum of sport, drama, music, art and DT lessons on offer for our children.

Our approach to sport recognises that it is more than simply competing. Children learn about the positive effects of physical activity on the body and its benefits to their own health and wellbeing. We offer a wide range of sporting options including rugby, football, netball, hockey, cricket, swimming, cross country and athletics.

Our drama provision is enviable. We stage a production for every year group, right from Nursery every single year, and all children from Year 3 onwards are taught by a subject specialist drama teacher in their weekly drama lesson. We focus on developing performance skills which in turn builds confidence and self-esteem.

Music is very much at the heart of our school and children have the opportunity to perform on many occasions. We inspire everyone to find their musical passion with numerous choirs, ensembles, a rock club and concerts.

Art is treasured and our fantastically well-equipped art studio is an encouraging and inspirational environment, led by our equally inspirational specialist teachers. The DT workshop similarly is a hive of creativity as the children get to use our amazing tools such as the 3D printer, laser cutter and an abundance of wood and metalworking equipment.

Our extensive and beautiful grounds are made up of multiple sports pitches, acres of woodlands and forest school as well as four netball and tennis courts, full-sized astro and a 9-hole golf course. Our indoor facilities are just as enviable with three modern science labs, a fully equipped DT workshop, an airy art studio, a spacious dance drama studio, two packed libraries, state-of-the-art music school and traditional Chapel. These amazing facilities provide our children with the most inspirational learning environment.

We are extremely proud of our most recent addition to our facilities – The Beehive. The Beehive is a safe and welcoming wellbeing hub at the heart of the school site. Children are able to self-refer and the hub is a place where children can relax, reset and regulate their emotions when they need to. It is a friendly and positive space and home to some of our popular wellbeing activities.

Boarding at Highfield and Brookham is extremely popular but also optional. Our boarding provision has always been an integral part of the Prep school and perhaps the continued popularity reflects how well we do it. Over 100 pupils choose to board each term and the overwhelming majority of pupils in Years 7 and 8 opt to board. This is in sharp contrast to the decline in boarding numbers experienced in many similar schools. We offer a bespoke boarding option for children in Year 3 to Year 5. Our Junior Boarding House is home to up to 18 children who live together between four dorms on the first floor of the house. Our Senior Boarding House is home to up to 130 children in Year 6 to Year 8 and is found on the top two floors of the main school building.

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Job Description

An exciting opportunity has arisen for an experienced individual to lead the strategic planning and efficient running of the Highfield and Brookham school estate.

The school is set within the Highfield Estate, which encompasses approximately 517 acres of land and includes Stanley Farm, mixed use woodland, coppice, arable and pastoral land. The Estate Manager will be directly responsible for the 175 acres surrounding the school. The visions for the Estate and the school are intertwined, with the Estate helping to fulfil the school's vision in numerous ways, including providing an inspiring backdrop to school life and providing a wonderful learning environment.

The Estate Manager will have overall responsibility for the management, maintenance, repair and improvement of all buildings, facilities, equipment, grounds, gardens and woodlands and will ensure that these areas are provided in a safe condition and maintained to a high standard. The Estate Manager will report directly to the Bursar and work closely with the Head and other members of the Senior Management Team.

Key Responsibilities

Team Management

- The Estate Manager is directly responsible for the Grounds Manager and Maintenance Manager who each lead a small team. They will have a close working relationship with their team.

Buildings, Grounds and Facilities

- Oversee the Maintenance department, ensuring the required standards of in-house maintenance, including high standards of decoration, maintenance and testing of the school's mechanical engineering systems including heating, lighting and fire alarms and security.
- Oversee the Grounds department to ensure all pitches, facilities, drives, parking areas, paths, flower beds, lawns, all outdoor areas including playgrounds, woodland management are maintained to agreed standards.
- Oversee the Biomass operations.
- Ensure that the maintenance (planned and preventative maintenance) programme is updated and on track to ensure all properties (including staff cottages) on site are maintained to an agreed high standard.
- Ensure all plant and equipment is regularly and properly serviced and maintained including the swimming pool and Biomass boilers and heating system.
- Ensuring that an efficient call-out service is in place for out of hours emergency repairs.

Financial Management and Administration

- To work closely with the Bursar to maintain, monitor and control the Estate Departments budgets including updating the Estate Department's 5 year rolling profit and loss budget and the 10-year capital budget.

Strategic Planning and Capital Developments

- Maintain the current Whole Estate Plan and lead the implementation of capital projects.

Health and Safety Compliance

- The effective management of Health and Safety throughout the school to ensure compliance with the Health and Safety at Work Act and the Health and Safety policy and procedures for the safety of all pupils, staff, contractors and visitors to the school.
- Ensure compliance with ISI standards.
- Chair, with the Deputy Head (Operations), the Health and Safety Committee including the monitoring of accident reports, obtaining incident reports, undertaking investigations and reporting as required to insurers.
- Oversee the security arrangements and procedures for the school.

Sustainability

- Develop, lead and implement on the sustainability (net zero) strategy to materially reduce the school's carbon footprint and reduce its energy consumption
- Work with external organisations, like the South Downs National Park, with the implementation of the strategy Work with the academic team to help get the pupils involved in the development and implementation of the sustainability strategy.

Residential Management

- Manage and look after all residential lettings and properties on the Estate, with the expectation these are kept in an excellent condition.
- Ensure compliance with all regulatory and relevant legislation required managing residential properties

Event Management

- Oversee and manage all events that take place at the School, including the annual Bonfire night, Summer Ball and other events.

The Estate has agreed a [Whole Estate Plan](#) with the South Downs National Park which was this was endorsed in March 2018.



Person Specification

- Previous experience in estate, facilities or property management is essential.
- Membership of a professional institution (e.g. CIOB, MRICS, MIEE, CIBSE, BIFM) would be an advantage.
- Health and Safety qualifications are desirable.
- Understand the importance of Safeguarding and Child Protection.
- Good planning and organisation, and project management skills.
- An eye for detail and high expectations of the appearance and standards of upkeep of both grounds and buildings.
- Strong leadership and people management skills, including effective delegation, communication and performance management.
- Excellent communication skills.
- The role holder will need to be available and willing to attend out of hours emergencies and events as part of the emergency rota and resourcing plan to support these activities.

Remuneration

We offer a competitive salary and benefits package. Onsite family accommodation may be available.

How to Apply

Applications should be addressed to: HR Manager, Highfield and Brookham, Highfield Lane, Liphook, Hampshire, GU30 7LQ or sent via email to recruitment@highfieldandbrookham.co.uk

Closing Date: Friday 18th April

We invite interested candidates to apply as soon as possible. We reserve the right to appoint before the closing date.

We are an I.A.P.S. co-educational boarding and day Pre-Prep and Prep School for pupils aged 2 to 13. We are committed to safeguarding and promoting the welfare of children and applicants are expected to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Employer Online Service regarding prohibition orders issued by the Secretary of State and the Disclosure and Barring Service (DBS). Highfield and Brookham is an Equal Opportunities Employer.





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